

# Job Opportunity

## *California Department of Alcohol and Drug Programs*

The mission of the Department of Alcohol and Drug Programs is to promote the achievement of life-styles free of alcohol and other drug related problems for the diverse citizens and communities of California.

**RPA #** A01-437-01

**Position #** 798-437-5284-702

**Classification:** Staff Services Analyst/Associate Budget Analyst  
Permanent, Full Time (SSA \$2507-\$3957, ABA (\$3915-\$4759)

**Final Filing Date:** August 1, 2001 or until filled

**Contact:** Candace Buchanan  
Division of Administration/Fiscal and Administrative Services Branch  
1700 K Street, Floor #1  
Sacramento, CA 95814  
(916) 324-2199, TDD (916) 445-1942

### Duties and Responsibilities:

The Department of Alcohol and Drug Programs' Budget Office consists of a team of one supervisor and four analysts who develop and maintain an active \$400 million budget consisting of primarily federal funds, special funds, and reimbursements.

An opportunity exists for a Staff Services Analyst/Associate Budget Analyst to participate in all technical aspects of the development of the Governor's Budget, including preparation of budget schedules and budget change proposal review. The incumbent will also provide budgetary oversight and technical assistance to program divisions, including approval of position transactions, review of expenditure data, and fiscal analysis on legislation and regulations. The incumbent will use the computer extensively to develop various budget documents.

**Desirable Qualifications:** Applications will be prescreened. Only the most competitive applicants will be interviewed.

- Specific budgeting experience is desired. Candidates should be able to demonstrate knowledge of the budget process;
- Ability to work in a dynamic, fast paced environment;
- Good interpersonal communication skills necessary to exercise budgetary controls and provide technical assistance;
- Strong analytical and writing skills;
- Strong computer skills, including Excel, Word, or similar spreadsheet and word processing software;
- Willingness to work overtime;
- Commitment to continuous quality improvement and customer service.

**Who Should Apply:** State employees with current status in the above classification, persons with list eligibility, interest in lateral transfer from an equivalent class, interest in a training and development assignment or reinstatement. **Those applicants who are currently on SPB's SSA exam list must submit a college transcript showing their complete class listing and degree (if any) by the above date to the contact listed above.** No FAX applications will be considered. All interested applicants must submit a resume, and a standard State Application Form STD 678, with original signature, to the contact person identified above, and must clearly indicate the basis of their eligibility in line item number 12 (Explanation) of the STD 678 (Revised 08/97).

Preference will be given to employees on reemployment/SROA lists or to an employee who is declared as a surplus employee.



The Department of Alcohol and Drug Programs is an equal opportunity employer to all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.